

Quarterly SAC Meeting Minutes

July 21, 2004

Attendees:

Mary Adamik	OD/OAMP	Rosie Owens	NIAID
Stanley Canton	OD/OAMP/SBO	Caren Rasmussen	NCI
Inez Demery	NICHD	Candice Scott	NINR
Beverly Doukwah	OD/OLAO/DAP	Renita Smith	NCI
Debra Hawkins	NHLBI	Dianna Snowden	CC
Carol Hayden	OD/OLAO/DSSA	Cole Stathes	OD/OLAO/DAP
Carl Henn	OD/OAMP	Laurie Weker	OD/OLAO/DAP
Milton Nicholas	OD/OLAO/DAP	Georgiann Wilson	OD/OLAO/DAP

Carl Henn:

- Discussed the new "Draft" Certification Handbook for Acquisition Training and advised us that effective October 1, 2004, there will now be a Level 1a and a Level 1b.

Level 1a requires that individuals take "Basic Simplified Acquisition" and "Advanced Simplified Acquisition". Level 1a is for individuals (e.g. purchase cardholders) who require purchasing authority up to \$25,000.

Level 1b is for individuals in centralized/decentralized purchasing offices who require purchasing authority up to \$100,000 for non commercial items or up to \$5 million when commercial item procedures are utilized. The classes required for Level 1b are "Basic Simplified Acquisition", "Advanced Simplified Acquisition", "Introduction to Contracting" and "Acquisition Planning I".

- Advised us that there will be one final board meeting for this fiscal year, and if anyone is interested in applying for any level under the current requirements they should have their application in by August 6.
- Mentioned that when taking acquisition classes from other than HHS University to make sure the classes are equivalent to what HHS University offers if you wish to later have them considered for replacement HHS University classes. All questions regarding acquisition training should be addressed to Carl.

Stanley Canton:

- Brought us up to date on several small business initiatives, and let us know that NIH as a whole did not meet its assigned small business goals for FY03 and that it does not appear that it will meet its goals for FY04.
- Informed us that all actions above \$25,000, per the Department, require that a signed HHS653 to be in the file when a small business is not used, with purchase card buys being the only exception.
- Mentioned that the new bulletin board should be ready by CY05.

- Discussed the GSA 8(a) STARS Contract Vehicle: an 8(a) set-aside multiple award IDIQ contract vehicle for IT products and services. There are over 400 contracts. The use of this contract vehicle allows federal agencies to receive socio-economic procurement preference credit for purchases. Acquisition Officials can set-aside or sole source requirements with any of the contractors on this vehicle.

Laurie Weker:

- Discussed vacancies in DAP. There are two Branch Chief positions available as well as several Procurement Analyst (1102) positions at the GS 7/9 and 11/12 levels.
- Announced that there is a new user friendly OLAO homepage.
- Informed us that NBS has amended the procurement/property deployment date to the latter part of CY 2005.
- Mentioned the new guidelines regarding procuring business cards. Diane Frasier (OAMP) and Ken Stith (OFM) released new procedures for ordering business cards that applicable to all of NIH. Copies can be furnished by calling our office at 301-496-0400.
- Reiterated the current FY04 FAR requirements for UNICOR ordering. The requirements are in effect for this fiscal year, and may or may not change in FY05.
- Discussed the FAR deviation for CCR registration regarding PSOs only. Individuals who are performing services at NIH on a rare occasion, generally no more than 6 times are exempt from registering in the CCR. This applies to all mechanisms when the individual is on a PSO. If anyone needs a copy of the memo that was released from our office please give us at call at 301-496-0400.

Milton Nicholas:

- Discussed the acquisition workload/staffing questionnaire. The questionnaire is a detailed inventory of acquisition personnel involved in simplified acquisition within the centralized/decentralized procurement areas that report directly to a Chief Contracting Officer. The questionnaire requests information on numbers from FY03 and up to date for FY04. He also mentioned that he would like volunteers in the centralized/decentralized procurement areas who have expertise in simplified acquisitions to help come up with a scoring system for the complexity of actions.